

EXPEDITION NOTIFICATION FORM FOR VENTURES IN WILD COUNTRY



All unaccompanied practice journeys and qualifying ventures in designated 'Wild Country', as defined in the **Award Handbook**, **MUST** be notified in advance to the Award's Wild Country Expedition Panel in the area. Notifications and route details are submitted to Wild Country Expedition Panels to:

- register the venture with the Award.
- confirm that the proposals comply with the requirements of the Expeditions Section in terms of group size and make up, environment and distance to be covered/hours of journeying.
- confirm that if the proposed route is followed it is capable of meeting the standards of an Award venture.

Where problems arise within a Panel's area the notification process enables these to be more easily solved. The group will be notified of any access problems known to the Panel, but groups should always negotiate their own access and camp sites.

The Duke of Edinburgh's Award cannot accept responsibility for the safety of the participants. The suitability of the proposed route for the participants is dependent on their experience, training, equipment, physical fitness and the weather conditions. Approval of the route does not obviate the duty of the Operating Authority and its representative to monitor the safety of the participants during the venture.

The Award Office stresses the seriousness of failure to notify Expedition Panels of ventures in Wild Country. In such cases the venture will have no standing with the Award and the participants and Leaders will not be covered by the Award's insurance policy.

This form, which is standard for all Wild Country Expedition Panels, is to enable operators of the Scheme to give this notification and to apply for assessment by the Panels if required. Notice must be given at least **six weeks in advance** if a Panel Assessor is required, and at least **four weeks in advance** for practice journeys or if the group is providing their own Assessor. When applying, TWO completed forms, two route tracings **and a stamped self-addressed envelope**, must be sent to the Panel Secretary (names and addresses are given in the Directory of the Spring edition of Award Journal and on the Award Scheme's internet site: www.theaward.org). The group should retain a copy for reference and a copy must be sent to the Operating Authority. **Separate forms must be used for each group.** Where a proposed route spans more than one Wild Country Expedition Panel area the group must send notification and route tracings to the Panel Secretary in whose area the venture begins. The Wild Country Panel Secretary will issue approved qualifying ventures with a Notification Reference Number which must be entered, **by the Assessor**, on the appropriate page in each participant's **Record Book** following the successful completion of the venture.

ACCESS TO PRIVATE LAND - groups are reminded that, **at all times, the consent of landowners or their agents must be obtained before ventures enter private land.** Failure to do so may result in the Operating Authority becoming involved in disputes and could destroy the good relationships which the Award seeks to establish.

Further copies of this form are available from Operating Authorities, UK Award Offices, or The Award Scheme Ltd., Unit 18/19 Stewartfield Industrial Estate (off Newhaven Road), EDINBURGH EH6 5RQ.

A COPY OF THIS FORM MUST BE SENT TO THE OPERATING AUTHORITY

CONDITIONS FOR NOTIFICATION AND ASSESSMENT

1. Panel members are volunteers who willingly undertake to assess ventures, but they cannot accept other responsibilities. A Supervisor **must** accompany a group into the area and, while not participating in the venture, must hold themselves readily available and be responsible for the welfare and safety of the group.
2. Each member of the group must have satisfactorily completed all the training requirements listed in the **Award Handbook**.
3. Equipment should be as recommended in the **Expedition Guide** and the BMC publication Safety on Mountains.
4. It is the Award Leader's responsibility to ensure that all **Operating Authority requirements are fulfilled**.
5. It is the Operating Authority's responsibility to ensure that participants are prepared, adequately equipped and fit in all respects to carry out their venture. Each young person should be seen, with the clothing and equipment they will take on the venture, by an Accredited Assessor or a suitably experienced person (such as the holder of the Mountain walking Leader Award or equivalent experience), before the appropriate section in the **Record Book** is signed.
6. At the **First Meeting**, prior to the departure on the venture, each participant must show the Assessor their **Record Book** with the sections on preliminary and further training entered and signed. Assessors will take full account of any previous checks of equipment which have been made and certified locally in advance, but retains the prime responsibility for conducting whatever checks of equipment and training seem necessary when meeting the group on arrival.
7. Participants should carry with them Award **Identification Cards** from the **Entrance Packs**. This is particularly important in the National Park areas.
8. No charge is made for the assessment of Gold qualifying ventures. If the Panel agrees to assess Bronze and Silver ventures, the organisation concerned must undertake to reimburse the Panel's expenses if requested to do so.
9. To comply with the requirements set out in the Award **Handbook** and to enable a check of routes to be made, TWO copies of this form together with a **stamped self-addressed envelope** and TWO sets of route tracings (on A4 tracing paper or a separate tracing for each day) should be sent to the Panel Secretary **as early as possible**. The tracings should be taken from the 1:50 000 OS map and include grid co-ordinates, grid references showing the start, all camp sites, the finish, bad weather alternative routes, escape routes and the direction of travel.
10. For **Notification and Assessment** this should be submitted to the Panel at least **SIX WEEKS in advance** of the venture. For Notification only this should be submitted to the Panel at least **FOUR WEEKS in advance** of the venture.
11. As soon as possible, **but no later than TWO WEEKS before the start of the venture**, the following should be forwarded to the appointed Assessor or Panel Secretary:
 - i. Route cards with grid references, daily distances and timings, camp site details, bad weather alternative routes and escape routes.
 - ii. Notes on the purpose of the Venture.
 - iii. Details of meals and supplies.
 - iv. List of personal and group equipment to be carried.

BEFORE COMPLETING THIS FORM, PLEASE STUDY THE INFORMATION GIVEN ADJACENT. ALL PARTS OF THIS FORM MUST BE COMPLETED AND ANY CHANGES MUST BE NOTIFIED TO THE PANEL /ASSESSOR BEFORE THE VENTURE. PLEASE USE BLOCK CAPITALS

Notification Only <input type="checkbox"/> Request for Assessment by the Panel <input type="checkbox"/>	FOR PANEL USE ONLY
NAME OF OPERATING AUTHORITY	NOTIFICATION REFERENCE NUMBER / / / /
NAME OF UNIT	Name and Address of PANEL to which this form is being submitted
Name of person submitting form: Position: Tel No. (H) (W) Address: Postcode: Email: Emergency contact home phone number(s) during venture:	Responsibility for the group rests with the following Supervisor who will be based in the vicinity of the area during the venture: Name: Position: Address during Venture: Postcode Email: Emergency contact telephone number(s) during venture-(at least one must <u>NOT</u> be a mobile telephone):
Nature of proposed venture (please tick):	
UNACCOMPANIED PRACTICE VENTURE: <input type="checkbox"/>	QUALIFYING VENTURE <input type="checkbox"/>
Type of venture (please tick): EXPEDITION <input type="checkbox"/>	EXPLORATION <input type="checkbox"/>
BRONZE <input type="checkbox"/>	SILVER <input type="checkbox"/>
GOLD <input type="checkbox"/>	
Note: Although Bronze and Silver ventures in Wild Country are not expressly forbidden, the Gold level syllabus must be used.	
Mode of Travel FOOT: <input type="checkbox"/> CYCLE: <input type="checkbox"/> CANOE: <input type="checkbox"/> SAILING: <input type="checkbox"/> ROWING: <input type="checkbox"/> RIDING: <input type="checkbox"/>	
A Local Pre-expedition Check will be undertaken by an Accredited Assessor: YES: <input type="checkbox"/> NO: <input type="checkbox"/>	
IF THIS FORM IS FOR NOTIFICATION ONLY, AND THE GROUP IS PROVIDING ITS OWN ASSESSOR:	
Name of Assessor: _____ Position within Operating Authority: _____	
Accreditation Number: _____	
Home Address	Address during the venture
Tel No:	Contact Tel No: during venture:

GROUP MEMBERS

FORENAME	SURNAME	SEX M/F	AGE AT DATE OF VENTURE(yrs/mths)	TICK IF UNDER ASSESSMENT	EMERGENCY HOME TELEPHONE NUMBER	PREVIOUS AWARDS (B/S) GAINED(B/S)	DATES/AREAS OF PRACTICE JOURNEYS UNDERTAKEN
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			

Purpose of venture:

(Attach a separate sheet if necessary)

Type of report to be submitted (oral, written etc.)

To be reviewed by:

Assessor Supervisor
 Instructor Mentor

LOCATION INFORMATION

	DAY & DATE		GROUP		SUPERVISOR	
			LOCATION AND PLACE NAME	GRID REFERENCE	LOCATION AND PLACE NAME	GRID REFERENCE
BASE						
START						
CAMP 1						
CAMP 2						
CAMP 3						
FINISH						

DECLARATION: *(to be signed by the Award Unit Leader or Supervisor)*

I have read and accept the conditions accompanying this form and confirm that all preliminary training has been successfully completed and that the performance of each member of the group on practice journeys has been such as to enable me to submit them for this venture with confidence. Each group member is physically able to undertake the venture.

I confirm that my Operating Authority requirements will be fulfilled. **NB: A COPY OF THIS FORM MUST BE SENT TO THE OPERATING AUTHORITY**

SIGNED: _____ NAME: :

POSITION: Award Unit Leader / Supervisor Date: :